

# Payment Plan Proposal

Date: [Insert Date]

To: [Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to propose a payment plan regarding my late rent payment for the month of [insert month]. Due to [briefly explain reason for delay, e.g., unforeseen circumstances], I am unable to pay the full rent amount of [insert amount] by the due date.

To address this, I propose the following payment plan:

- Initial Payment: [insert amount] on [insert date]
- Subsequent Payments: [insert amount] on [insert recurring dates]
- Final Payment: [insert remaining amount] on [insert final date]

I am committed to resolving this matter and appreciate your understanding and patience during this time. Please let me know if this payment plan is agreeable, or if there are any adjustments you would prefer.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]